



# KSIS & More

## Promote use of new Early Warning tool and take advantage of opportunity to affect future enhancements

Please encourage use of the new Infinite Campus Early Warning tool at each of your high schools to support students' graduation and College and Career Readiness (CCR) goals. The tool displays an easy to understand list of all students within a school along with their name, gender, grade level and a graduation-related analytic data (GRAD) score, making it easy for educators to monitor their students' progress.

KDE recently deployed the Infinite Campus Early Warning tool for grades 9-12. The tool is currently only available to Kentucky users and Infinite Campus is using Kentucky's feedback to drive development of additional functionality for future releases of the tool.

Use this valuable opportunity to further enhance the tool to support Kentucky's CCR efforts. Send feedback on the Early Warning tool to [Lisa Rhoton](#), Infinite Campus client executive and district advocate.

Campus employs predictive analysis to generate a student GRAD score that predicts the likelihood of each high school student graduating. A student with a higher GRAD score is more likely to complete high school. Currently, the following data categories are used to calculate and determine each

GRAD score:

- Enrollment
- School
- Identity
- Behavior
- Household Demographics
- Student Engagement
- Guardian Involvement
- Attendance
- Grades
- Standardized Tests

The Early Warning GRAD score:

- uses powerful predictive analysis algorithms analyzing the prior SY year data and, by Oct. 7, will include current SY year data in the analysis
- is updated weekly
- is comparable across the school, district and state
- identifies students most in need of intervention to help schools target these students for effective interventions
- is visible on the Graduation tab (with appropriate Campus tool rights)
- will be available in Ad Hoc Reporting in Campus.1637 (planned for Oct. 12)

For Early Warning tool user information, see the article on page two, Early Warning tool navigation tips and more information.

## Upcoming training opportunities

- Parchment Connect: 2016 Kentucky Member Conference, Oct. 4, 9:30 a.m. - 3:00 p.m. (ET), UofL Miller Information Technology Center - Bigelow Hall, 2315 S. 1st Street, Louisville – For more information, go to the [eTranscript webpage](#) and to register, click [here](#).
- Fall User Group Meetings, Oct. 11-14 in eastern Ky. locations and Oct. 18-21 in western Ky. locations – The agenda and registration information are on the [KSIS Training](#) webpage.
- Infinite Campus Kentucky Offerings – register via Infinite Campus University ([ICU](#))
  - ° Mastering the Fundamentals of Campus, CCR-4100, Oct. 30-Nov. 4, Nelson County, \$750
  - ° Fundamentals of Campus Database, CCR-4230, Nov. 2-4, Hopkins County, \$900
- Infinite Campus Interchange Kentucky – Dec. 8-9, Louisville – Registration details and session information will be available soon.
- 2016-17 mid-year KSIS training is scheduled for Jan. 12. More details will be provided in coming months.

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# Early Warning tool navigation tips and more information

PATH: *Student Information* | *Counseling* | *Early Warning*

Below are navigation tips to help you use the Early Warning tool. Please note that the Infinite Campus administrator will need to grant read access to Early Warning users.

- Sorting the list of students using column headers is useful for looking at students with the lowest GRAD score or those closest to their graduation end year.
- Selecting a student will display a new screen to view in-depth information about the student and the student's GRAD score will be presented in a graph showing the distribution of GRAD scores for the student's school.
- Using new filtering options will display a specific group of students. (Available in Campus.1637, planned for Oct. 12). For details, see [Infinite Campus'](#)

[Early Warning documentation.](#)

KDE has updated the [Early Warning/Persistence to Graduation Report](#) webpage to include information about the new Early Warning tool. The page also contains training resources and information explaining the similarities and differences of the Campus Early Warning and Persistence to Graduation tools as well as how and when to use each tool. If you have questions about the Early Warning tool, contact Donna Deal by [email](#).

## ***Districts should verify 2015-16 data for this year's Civil Rights Data Collection***

School and district data stewards should now be verifying 2015-16 data for the 2015-16 Civil Rights Data Collection (CRDC). KDE is preparing to assist districts with the collection similar to the preloading done for the 2013-14 collection. The U.S. Department of Education's Office of Civil Rights (OCR) plans to open the collection window in late fall or early winter.

To ensure that your district's CRDC contacts are current, click [here](#) and select the Civil Rights Data Collection - District or School Contact. If updates are needed, contact your district's Web Application Administrator (WAAPOC) or designee. The WAAPOC can update local contacts through the People Role Manager application. Click [here](#) for the KDE District and School Directory to find your WAAPOC and other district and school contacts. CRDC contacts will receive information regarding the CRDC and have the opportunity to collaborate with other Kentucky CRDC contacts through the Kentucky workgroup. See the [KY CRDC webpage](#) for more information.

KDE updated ad hoc filters located in the State Published folder under Ad Hoc Reporting that can be used to verify data for the CRDC. Naming conventions for the filters correspond to the 2015-16 CRDC Table of Contents, which is broken down by Parts, Questions and Tables. The ad hoc filters are for Part 1 (P1) Question (Q) and Table (T).

Example: For the Table of Contents, Question Number 22 (Q22), Students that are taking Algebra I, there are two tables (T): T1-Algebra I grades 9 and 10, T2-Algebra I grade 11 and 12 which fall under Part 1, Question 22 (P1Q22).

Use the ad hoc filters below for verification of data for the CRDC:

P1Q07T1.17, P1Q07T1.18 and P1Q10 Students Served under Section 504

P1Q18T1- Alg I Grade 8

P1Q22T1- Alg 1 Grades 9 and 10

P1Q22T2- Alg Grades 11 and 12

P1Q23T1- Geometry Grade 9-12

P1Q26T1- Algebra II

P1Q26T2- Advanced Mathematics

P1Q26T3- Calculus

P1Q29T1- Biology

P1Q29T2- Chemistry

P1Q29T3- Physics

P1Q31T1- International Baccalaureate

P1Q32T1 and P1Q35T1- AP Courses

P1Q33T1 AP Courses Provided

P1Q37T1 AP Mathematics

P1Q39T1 AP Science

P1Q41T1- Other AP subjects

The [KDE CRDC Web page](#) has been updated and now includes the document, [SY 2015-2016 CRDC FFS Element Layout](#) to assist LEAs and schools with the list of elements they need to supply. KDE will add new information as it becomes available. You may direct questions regarding KDE assistance to Candy Johnson by [email](#).

# Preparing for Student Voice using Infinite Campus

Successful implementation of the Student Voice survey requires advanced planning and effective communication procedures. If your district is preparing to administer the survey this fall, consider outlining the sequential steps in advance.

Example of a timeline for a mid-November survey using Infinite Campus.

▷ First week of October (six weeks before surveys begin):

- share pertinent details with staff and parents
  - send notification and opt-out waiver to parents
  - review and sign ethics/confidentiality forms
  - ensure teachers and students understand survey processes

▷ Mid-October (four weeks before surveys begin):

- assign tool rights to appropriate users
- verify and test student accounts
- assign survey types to educators [manually](#) or using [automatic educator assignment](#)

[Schedule the survey window](#)

One or two weeks before surveys begin, verify educator assignments and scheduled survey date using the [Student Voice Projected Counts report](#)

For more information, refer to the [Student Voice Infinite Campus Implementation Guide](#) and the [Student Voice Checklist](#).

If you have questions regarding Student Voice, contact Joyce Richards by [email](#) or telephone at (502) 564-1479, ext. 4532. If you have questions regarding technical assistance, contact Shale Detwiler by [email](#) or telephone at (502) 564-2020, ext. 2279.

## Growth Factor submission time is almost here

The Growth Factor report is mandatory for each district and is due to KDE ten days after the last day of the second month of school, but no later than Nov. 1 of each school year. Funding is provided to school districts throughout the state based on this report.

The Growth Factor report includes aggregate day's attendance and absence, race and gender count, adjustments for less than full-time attendance (partial day), non-resident/non-contract students, and over-age and under-age students for the first two months of school.

Submit the Growth Factor report via KDE's Growth Factor and SAAR submission [web application](#). Follow the steps outlined on the web page to check and submit your file. If you have questions, contact Ronda Devine by [email](#), or telephone at (502) 564-5279 ext. 4444.

## Cloud migration

Migration to the Infinite Campus private cloud is moving forward with KDE setting up the infrastructure, and testing the connections and availability of current functionality in a Cloud environment.

Frankfort-hosted districts are scheduled to migrate during the 2016 winter holiday break. Spring and summer migration schedules for the current on premise districts are still in development.

Districts may refer to the KDE [KSIS Cloud migration webpage](#), which is a new resource for sharing information regarding the migration process. KDE will regularly update the webpage with documentation, frequently asked questions and other information districts need for a successful migration. In early October, a readiness guide outlining district preparation activities will be published on the webpage.

KDE will soon schedule and host a live Skype session offering districts an opportunity to ask questions. Watch for a notification with details and readiness documentation.

For questions about Cloud migration, contact [Lisa Rhottan](#).

## Narcan set up and documentation

KDE requests districts to record administration of stock Narcan\* in the Infinite Campus Health Office Visit tab. KDE views using the Health Office Visit tab for collection of this data as the best practice; however, using the Campus Health Office Visit tab for this data is optional.

The KDE Student Health Services branch provides guidance and instructions on how to set up Narcan (Naloxone) as a medication Intervention Type and how to record the administration of the drug. This guidance can be found on the Student Health Services' [Epinephrine and Naloxone \(Narcan\) Protocols webpage](#).

Districts can receive additional training on setting up electronic health office visits at free regional trainings offered by KDE. Click [here](#) for more information about the trainings and registration.

\* The passage of KRS 217.186 allows school districts to stock and administer Narcan (Naloxone) for use in the event of a drug overdose.

If you have questions, contact Angie McDonald by [email](#) or telephone at (502) 564-5279 Ext. 4430.

# Data Calendar list

For awareness purposes, the monthly Data Calendar list includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please be aware of how data is used and help ensure quality data where applicable.

Due to KDE	Report	KDE Contact
10/01	Diversity Data - Fall Pull	<a href="mailto:ScottA.Smith@ky.gov">ScottA.Smith@ky.gov</a>
10/01	Free and Reduced Lunch	<a href="mailto:Timothy.Cooper@education.ky.gov">Timothy.Cooper@education.ky.gov</a>
10/01	Local Educator Assignment Data (LEAD) Report (received by EPSB)	<a href="mailto:cghord@ky.gov">cghord@ky.gov</a>
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	<a href="mailto:Chay.Ritter@education.ky.gov">Chay.Ritter@education.ky.gov</a>
10/15	Kentucky Center for Educational Workforce Statistics (KCEWS)	<a href="mailto:DeDe.Conner@education.ky.gov">DeDe.Conner@education.ky.gov</a>
11/01	Board sets Tax Rates and submits Tax Rate Levied Form	<a href="mailto:Chay.Ritter@education.ky.gov">Chay.Ritter@education.ky.gov</a>
11/01	Dropout	<a href="mailto:Tina.Logan@education.ky.gov">Tina.Logan@education.ky.gov</a>
11/01	E-Rate	<a href="mailto:Scott.Kane@education.ky.gov">Scott.Kane@education.ky.gov</a>
11/01	Graduation	<a href="mailto:Tina.Logan@education.ky.gov">Tina.Logan@education.ky.gov</a>
11/01	Growth Factor	<a href="mailto:Garnetta.Barnette@education.ky.gov">Garnetta.Barnette@education.ky.gov</a>
11/01	Local Educator Assignment Data (LEAD) Fall	<a href="mailto:cghord@ky.gov">cghord@ky.gov</a>
11/01	Retentions	<a href="mailto:Windy.Newton@education.ky.gov">Windy.Newton@education.ky.gov</a>
11/15	Audited - Annual Financial Report and balance sheet	<a href="mailto:Chay.Ritter@education.ky.gov">Chay.Ritter@education.ky.gov</a>
11/15	Limited English Proficient (LEP) - Roster & Labels	<a href="mailto:Chris.Williams@education.ky.gov">Chris.Williams@education.ky.gov</a>
11/15	Limited English Proficient (LEP) - Test Book Orders	<a href="mailto:Chris.Williams@education.ky.gov">Chris.Williams@education.ky.gov</a>
11/15	Technical Education Database System (TEDS) (First Semester)	<a href="mailto:Kiley.Whitaker@education.ky.gov">Kiley.Whitaker@education.ky.gov</a>
12/01	Attendance	<a href="mailto:Cheri.Meadows@education.ky.gov">Cheri.Meadows@education.ky.gov</a>
12/01	Transition to Adult Life	<a href="mailto:Kiley.Whitaker@education.ky.gov">Kiley.Whitaker@education.ky.gov</a>
12/01	Preschool Enrollment Count (Fall)	<a href="mailto:annie.rooney-french@education.ky.gov">annie.rooney-french@education.ky.gov</a>
12/01	Support Education Excellence in Kentucky (SEEK) Forecast Calculation for Upcoming Year	<a href="mailto:Chay.Ritter@education.ky.gov">Chay.Ritter@education.ky.gov</a>
12/15	Exceptional Child Count by Disability	<a href="mailto:Amy.Patterson@education.ky.gov">Amy.Patterson@education.ky.gov</a>
12/15	Exceptional Child Personnel data	<a href="mailto:Amy.Patterson@education.ky.gov">Amy.Patterson@education.ky.gov</a>
12/15	Individuals with Disabilities Education Act (IDEA)-B Child Count	<a href="mailto:Amy.Patterson@education.ky.gov">Amy.Patterson@education.ky.gov</a>
12/15	Special Education personnel data for teachers, para-professionals and related service providers	<a href="mailto:Amy.Patterson@education.ky.gov">Amy.Patterson@education.ky.gov</a>

## Check and update staff e-mail addresses

Staff e-mail addresses in Infinite Campus (IC) must be accurate and up-to-date since they are used as the username for other data systems such as CIITS. Numerous cases submitted to the KETS Help Desk of users being unable to access other systems were due to the e-mail address in Infinite Campus being out of date, misspelled or entirely missing.

When updating the identity for a user, remember to update the user's email address (if needed). For example, if a user's e-mail address is updated in Active Directory, make sure his/her e-mail address in Infinite Campus is updated. The e-mail field is located on the Demographics tab in Infinite Campus.



# KTS data exchange – grade sync and report card

Refer to the setup and troubleshooting documents below to assist with setup of courses. The proper initial setup of courses is the key to successful synchronizing of technical school grades.

- [KTS Course Setup](#) – Use the 2016-17 KTS Course Catalog to choose the correct course. High schools will use the 13-digit code starting with the [Tech ID number](#) associated with the technical school that services them.
- [KTS Grading Task Setup](#)
  - o Only use the CTE Term Grade, CTE Final Grade and CTE Final Exam grading tasks.
  - o For each course, use only one each of the CTE Term Grade, CTE Final Grade and CTE Final Exam grading tasks. If you notice more than one of these grading tasks attached to the course do not delete the task. You should notify support at [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov).
  - o Check only one Active Mask term at a time.

o If the date ranges of the term schedule at the high school are different from the date ranges of the term schedule at the technical school, this will affect the Active Mask selected.

- [Grade Sync Troubleshooting Guide](#)
  - The Grade Sync Troubleshooting Guide provides direction for high schools and technical schools experiencing grade sync issues.
  - Includes guidance for updating report card templates to include CTE grading tasks. Without updating report card templates, the CTE Term and CTE Final Grade grading tasks WILL NOT print on report cards.

Send all support requests to [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov). In the request, include details about the issue and examples, if available (i.e. course numbers, SSID numbers of specific students, screen shots). Do not include personally identifiable information in the email or any screen shots, as this is a FERPA violation.

## KTS data exchange 2017-18 schedule prep sessions

KDE's Office of Career and Technical Education (OCTE) will conduct KTS data exchange 2017-18 schedule prep sessions via Skype for Business. OCTE requires participation in one of these sessions. Sessions are scheduled by region with one make-up session available for technical school scheduling teams unable to attend their regional session. In-person sessions will not be available in Frankfort this year. Training sessions will include a discussion on best scheduling preparation practices for the unique scheduling setup required for KTS courses.

Technical school principals should sign up for the appropriate regional session, then arrange a central meeting location and invite the scheduling team to participate together. The scheduling team should include the area technology center (ATC) principal or the career and technical center (CTC) principal, and the respective feeder high school schedulers (i.e. counselors, registrars, principals). The OCTE asks high school schedulers to make the session a priority.

Technical school principals must select and attend a regional Skype Schedule Prep session and participate for the entire session. The technical school principal is responsible for making sure the meeting location is equipped for Skype participation. Teamwork and communication are crucial for the KTS data exchange and these four sessions will be the only schedule prep sessions available to prepare your team for 2017-18 school year scheduling.

Click [here](#) to register for one of the 2017-18 SY KTS data exchange schedule prep sessions listed below.

**East region** – Tuesday, Nov. 15, 9:00 a.m. – 12:00 p.m. (ET)

**Southwest region** – Tuesday, Nov. 15, 1:00 p.m. – 4:00 p.m. (ET)

**North region** – Wednesday, Nov. 16, 9:00 a.m. – 12:00 p.m. (ET)

**Make-up session** – Wednesday, Nov. 16, 1:00 p.m. – 4:00 p.m. (ET)

### **Office of Education Technology Division of School Data Services**

*David Couch, Associate Commissioner; DeDe Conner, Director; Linda Burton, Assistant Director*

*Ryan Adcock*

*Phil Bigard*

*Jessica (Jessi) Carlton*

*Raymond Carter*

*Matt Coffey*

*Shale Detwiler*

*Maritta Horne*

*Becky Jenkins*

*Ericka Jenkins*

*Candy Johnson*

*Lisa Keeter*

*Lyndsey Robinson*

*Mandy Schramm*

*Michael Spence*



# IMS News You Can Use

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development (ED) data quality. IMS & ED data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

## Instructional Management System (IMS) monthly webcast

The Sept. 27 IMS monthly webcast included a discussion on the updated features in the Instructional Management System (IMS) and the 18.0 release to be implemented in October or November. For more information and the recorded session, go to KDE's [CIITS Training](#) page.

## CIITS 18.0 Release

The 18.0 release is planned to occur in the October to November timeframe and will include the following features and more.

- Key Performance Indicator (KPI) enhancements
- Equation Editor upgrade

- New interface for material creation
- Export classrooms' materials as Word documents

For more information regarding the 18.0 release, see the September IMS monthly webcast information located on the [CIITS Training](#) page.

## COOP IMS admin training

In late October, Pearson will begin the second round of COOP IMS trainings. All district and school leadership may

register. See the [CIITS Training](#) page for more information and the registration link.

## Assessment data in the IMS

The 2016 ACT National test instances from April to June and the 2015-16 ACCESS assessment data were loaded to the IMS. To access this data, go to the School & District Data tab and click on Pre-Formatted Reports. For more information on creating pre-formatted reports, see the Quick Reference Card located [here](#).

## 2016-17 reports in the Report Bank

2016-17 reports have been created and published to the IMS Report Bank. To access the reports, go to the School & District Data tab, click on Report Bank then filter down to the school or district of your choice and click the plus sign next to the report category of your choice. To run a report, click on the report name.

2016-17 reports in the Report Bank

- STAR Mathematics Analysis (through September)
- STAR Reading Analysis (through September)
- STAR Early Literacy by Race Reporting Category
- STAR Reading by Race Reporting Category
- MAP Language Analysis (through Fall)
- MAP Mathematics Analysis (through Fall)
- MAP Reading Analysis (through Fall)
- MAP Reading by Race Reporting Category
- MAP Results by Subject, Grade & School

For a quick view of all reports available in Report Bank, see the Report Bank Samples document located [here](#).

## GradeCam training for integration with the IMS

GradeCam will be setting up training webinars for current and new GradeCam customers interested in integration with the IMS portion of CIITS on an as-needed basis. To participate in a training webinar, email GradeCam at [webinar@provenlearning.com](mailto:webinar@provenlearning.com).